

# TENTATIVE SCHEDULE OF EVENTS

## Special Districts

### PROJECT PHASE (DISTRICT BOARD)

Item No.	Action	Estimated to be completed on Day
1	Final plans, specifications and engineer's estimate filed with the clerk.	1
2	Adopt Resolution of Intention.	1
3	Mail notice of proposed improvement.	2
4	Receive objections and protests. Any objection or substantial protests require a hearing which will delay the schedule. Insufficient protests do not require a hearing.	20
5	Adopt Resolution ordering the work. (Calling for construction bids.)	20
6	Publish advertisement for proposals.	34
7	Post advertisement for proposals at or near the door of the board meeting room.	36
8	Receive construction bids. Open and declare the bids.	42
9	Award construction contract.	56
10	Approve assessment diagram showing all lots and parcels to be assessed with their assigned assessment number. Also must show location of work.	56
11	Publish notice of award of contract.	63
12	Sign contract, obtain payment and performance bonds and insurance certificate.	73
13	Prepare and record assessment including summary of costs and list of amounts assessed to each lot.	80
14	Notify Board that assessment is recorded	80
15	Notice of recording of assessment.	80

<b>Item No.</b>	<b>Action</b>	<b>Estimated to be completed on Day</b>
16	Receive objections to the award.	87
17	Board sets hearing on assessment.	101
18	Mail notice of hearing to all property owners.	108
19	Mail cash demand letters to property owners.	115
20	Begin preparation of documents for the revolving loan fund	115
21	Publish notice of hearing.	115
22	Hold hearing on assessment.	129
23	Approve assessment.	129
24	Close cash collection period and prepare Treasurer's Return. Shows amount collected.	136
25	Certified list of unpaid assessments. Shows which assessments go to bond.	143
26	Adjust issue size for cash collection. Information must be made available to underwriter.	150
27	Adopt Resolution authorizing the sale of bonds	150
28	Price bonds and set interest rates	157
29	Execute documents necessary for closing	164
31	Notice to proceed is issued to contractor.	185
32	Begin Construction	195